



BPA VACANCY ANNOUNCEMENT (# 00-404)

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER
ADMINISTRATION

POSITION AND LOCATION

FISH and WILDLIFE BIOLOGIST (HABITAT and WATERSHED), GS-480-12/13, PORTLAND, OR

OPENING DATE
07/24/00

CLOSING DATE (*Close of Business*)
08/21/00

ANNUAL PAY RATE
GS-12 - \$51,209.00 - \$66,570.00
GS-13 - \$60,896.00 - \$79,162.00

Selections at Bonneville Power Administration (BPA) are based on merit and are accomplished without regard to political, religious, or union affiliation or non-affiliation, marital status, race, color, national origin, sex, sexual orientation, age, or non-disqualifying physical disability; nor will such action be based upon any personal relationship, patronage, or nepotism.

WHO MAY APPLY: Career and Career Conditional Employees of Bonneville Power Administration, Transfer Eligibles, Reinstatement Eligibles, 30% or more Disabled Veterans, Veterans eligible to apply under the Veterans Employment Act of 1998, and CTAP/ITCAP Eligible.

POSITION LOCATION: Corporate, Environment Fish & Wildlife, Anadromous, Resident Fish & Wildlife, KEW

NOTES

The full performance level of this position is GS-13. This position may be filled at the GS-12 or GS-13 level. You must indicate on your application the grade level for which you are applying. Candidates hired at less than full-performance level may be promoted without further competition when assigned higher level duties and meeting all qualification requirements

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)/INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)

: Displaced or surplus employees who may be entitled to consideration under CTAP/ICTAP must meet the OPM and BPA requirements for consideration. In order to receive consideration, displaced/surplus employees must apply for consideration. For additional information, please refer to www.opm.gov or to www.bpa.gov. You may also call the point of contact for this position for CTAP/ICTAP information and assistance.

DUTIES AND RESPONSIBILITIES: Serves as Senior technical biologist and program lead for: (A) System, Provincial and Sub-basin Planning (including Model Watersheds; Focus Watersheds and anadromous fish Habitat and other watershed efforts); (B) Monitoring and Evaluation activities undertaken by BPA pursuant to the watershed and habitat implementation activities through the Pacific Northwest Power Act and the Columbia River Basin Fish and Wildlife Program (Program). Incumbent serves as the Fish and Wildlife group's coordination, technical budget and policy lead and liaison on Program matters related to or originating in System, Provincial and Sub-basin Planning, Implementation and Monitoring and Evaluation activities. Provides technical leadership, staff level coordination, consultation, and technical guidance to non-biologist Fish and Wildlife Project Managers (GS-12 level and below), on watershed management and habitat restoration. Additionally, incumbent provides biological/technical and policy expertise in planning and implementation activities originating from the Council's Program efforts, ESA and Tribal recovery efforts. Incumbent also serves in this capacity to advise management on technical and policy direction of the watershed and habitat program. Provides technical leadership, staff level coordination, consultation, and technical guidance to non-biologist Fish and Wildlife Project Managers (GS-12 level and below), on watershed management and tributary habitat restoration. Works directly with staff from the Northwest Power Planning Council, assigned regional and local work groups, regional fish and wildlife agencies, various watershed planning groups, Indian tribes, state watershed coordinators, project operators, and other interest groups to ensure and facilitate coordination and implementation of Fish and Wildlife Program measures resulting from the Provincial and sub-basin planning and monitoring and evaluation processes. Participates in Council Work Groups and other regional and Provincial work groups (such as watershed councils, watershed committees, and watershed technical advisors), providing policy and technical direction and interpreting biological information fundamental to establishing sound biological objectives and results that are reflective of prevailing policies and science. Incumbent interprets, develops, applies, and upholds BPA and Fish and Wildlife group policy and mission statements as a participant in Council work groups planning the achievement of the Program's salmon and steelhead goal. The incumbent is required to ensure Fish & Wildlife group management is cognizance of work group activities, progress, and necessary BPA actions or decisions. This responsibility is fulfilled through

oral and written communication in the form of internal briefing memos, meeting summaries, issue papers, policy proposals, planning strategies, and correspondence. Advises BPA and Fish & Wildlife group management on watershed, habitat and monitoring and evaluation policies, process and status. Provides recommendations on policy and courses of action for program implementation relative to areas under his/her realm of responsibilities. Reviews, analyzes, and recommends BPA implementation activities, projects submitted by fish and wildlife agencies, Tribes, and other groups, in relation to assigned work group activities and products. Participates actively in regional project review and prioritization processes where and when applicable. Represents BPA in this capacity. Utilizes knowledge of system, Provincial and sub-basin planning and monitoring and evaluation efforts to provide leadership and expertise to Fish & Wildlife group staff responsible for watershed and habitat projects. Applies the same skills and knowledge to make and advise management on project assignments, scoping and analysis of statements of work, develop biological evaluation criteria, and review pertinent technical information used to develop and prioritize projects for fish and wildlife mitigation. Provides technical policy and instructional guidance to other Fish and Wildlife Group biological staff in matters related to the watershed program and system, Provincial and sub-basin planning and monitoring and evaluation. In this activity, the incumbent is expected to understand, commit, and implement the Council, Fish & Wildlife group and agency policies guidance. Contracting Officer's Technical Representative (COTR): when delegated authority by a contracting officer, monitors performance and compliance with the contract to ensure that BPA receives goods or services that conform to the technical requirements as set forth in the Contract. Such duties include, but are not limited to: reviewing and evaluating technical progress, financial reports and other documents; performing production surveillance and status reporting, timely reporting of inadequacies noted in specifications or performance; monitoring the use of Government property; assuring that modifications to work to be performed under the contract are not implemented before a written modification is issued by the CO (Contracting Officer); informing the CO of situations that could become a basis for future claims; interpreting technical specifications; approval of contractor's reports and other materials; review and certification of invoices; and rejection of nonconforming services, material or equipment. Employee may be required to operate a motor vehicle on an incidental basis.

BASIC REQUIREMENTS:

- A. Successful requirement of a full 4 year course of study in an accredited college or university leading to a bachelor's or higher degree in biological sciences, agriculture, natural resource management, chemistry or related disciplines appropriate to the position. **OR**
- B. Combination of education and experience – Courses equivalent to a major, or at least 30 semester hours in courses, as shown in A above, plus appropriate experience or additional education. **OR**
- C. Four years of experience that demonstrated the applicant acquired knowledge and understanding of one or more of the biological sciences, agriculture, natural resource management, or related disciplines equivalent to that which would have been acquired through completion of a 4-year course of study as described in A above.

QUALIFICATION REQUIREMENTS: Applicants must have had a total of 1 year specialized experience that has equipped the applicant with the particular knowledge's, skills and abilities to perform successfully the duties of the position, and that is typically related to the work of this position. **Specialized Experience** is defined as experience working in a position which would have given the applicant extensive knowledge of fisheries and aquatic management. To be creditable, specialized experience must have been equivalent to at least one year at the next lower grade level of the position to be filled.

Note: Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

TIME-IN-GRADE RESTRICTION(s):

Applicants must have served 52 weeks at the next lower grade level in the Federal service.

- For GS-12, 52 weeks at GS-11.
- For GS-13, 52 weeks at GS-12.

BASIS OF RATING: No written test is required. If qualified, ratings will be based on an evaluation of the quality and extent of experience, education, and training in relation to the following knowledge's, skills, and abilities. Applicants must submit narrative responses to the following knowledge's, skills and abilities:

- 1 **Facilitating Work.** Ability to establish and define long- and short-term organizational goals; clearly define required work results and establish parameters for accomplishments of these results, to facilitate a collaborative decision making process; to encourage problem solving by subordinates; make functional assignments based on recognized employee strengths; develop and gain support for the organization's vision.
- 2 **Effective Communication.** Ability to clearly and concisely share information with subordinate staff; to present both verbally and in writing ideas which are shared with employees at all levels; to develop an atmosphere of teamwork through shared ideas and shared goals; to negotiate resolution of controversial issues; to build relationships internally and externally, which facility the accomplishment of work.
- 3 **Innovation.** Ability to develop new or improved methods and hypotheses to assess, implement, monitor and adapt hatchery/production projects and issues.
- 4 **Project Management.** Ability to provide project management and leadership through the use of effective team building, coaching, and mentoring; assign accountability and responsibility as appropriate; establish standards of quantity and quality for work produced; and provide feedback on work accomplishments.

- 5 **Overall Implementation.** Ability to apply principles of Fish and Wildlife ecology habitat restoration and monitoring/evaluation to plan, implement, monitor and adaptively change Fish & Wildlife policy and mitigation practices.

APPLICATION INFORMATION:

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- **Applicants will not be contacted for missing information. Material received after the closing date will not be accepted.**

HOW TO APPLY:

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. Narrative responses to Knowledges, Skills, and Abilities.
3. College Transcripts.
4. SF-50, Notification of Personnel Action (if applicable)
5. DD-214, Member 4 (if applicable)

REQUIRED INFORMATION ON RESUMES :

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your Social Security Number.
4. Country of citizenship.
5. High school attended which includes name of high school, location (city/state), and date of diploma or GED.
6. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours worked per week, salary).
7. Indicate if we may contact your current supervisor.
8. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

FORMS AVAILABILITY: All application materials may be obtained from all Bonneville Power Administration Human Resources offices (5411 NE Highway 99, Plant Services Building, Vancouver, WA, or 905 NE 11th Avenue, Portland, OR), or by calling 360-418-2090 or 503-230-3055. You may also download a copy of this announcement, including all forms from our website at www.bpa.gov

If you have questions, you may call the Staffing Center, 503-230-3055 or 360-418-2090.

Do not submit letters of recommendation, copies of awards, training certifications, copies of position descriptions, or published works unless specifically requested above. Applicants should retain a copy of their application as BPA does not return applications or provide copies.

WHERE TO APPLY:

Bonneville Power Administration, ATTN: Personnel Services – CHM-1, P. O. Box 3621, Portland, OR 97208-3621.

RECEIPT OF APPLICATION:

Your complete application must be received by the closing date (close of business). You may also submit your application by fax or email.

Applicants will be notified of receipt of their application package.

FAX APPLICATIONS:

Faxed applications should be sent to **503-203-3816**. Applicants are responsible for ensuring that application materials transmit successfully.

EMAIL APPLICATIONS:

Applications should be sent as email attachments to: **bpaapplicants@bpa.gov**. The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA.

Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

THE BONNEVILLE POWER ADMINISTRATION IS A HARASSMENT FREE WORKPLACE.

www.va.gov	Www.bpa.gov	www.usajobs.opm.gov	http://www.opm.gov/qualifications/index.htm
Veterans	Bonneville Power	Office of Personnel	Office of Personnel Management
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